

**Tasking Memorandum No.** 99-111

**Memorandum For** Cdrs DCMDs, DCMC CAOs

**Subject:** Entry of the status of **Program Integration related documentation** into Automated Metrics System Program Integration Application (TASKING)

**Date:** 8 February 99

**Suspense Date:** 31 March 99

**Target Audience:** Program Integrators

**Requirement(s):**

- Program Integrators for every active program identified in the Automated Metrics System (AMS) Program Integration application must enter the status of Program Integration appointment letter, Program Support Team (PST) assignment letters, Memorandums of Agreement (MOAs), and Cost Reporting requirements into the Program Integration application of AMS. Screen 6 of 6 of the Program Integration application of AMS, contains a field titled "Program Notes" for text information. This field will be used by CAO personnel to identify the current status of PI related documentation and/or update this information as changes occurs.
- Each CAO will review their programs and enter the status of these documents or requirements in the Program Notes field using the instruction provided by March 31, 1999.
- Detailed instructions for entering this information is included in **Attachment 1** as well as in the **AMS Guide Book Section 29.9.1.12**.
- DCMC's Program Integration policy, DLAD 5000.4, Chapter 5.1.4, has received an increased level of visibility by the DOD Inspector General and Internal Operations Assessment Center during visits to CAOs. Of specific concern was, and continues to be, adherence to the requirements for Memorandums of Agreement (MOAs), Program Integration and Program Support Team Letters of Assignment, and Program Plans. DCMC's commitment to support the program manager is established through these documents and assures our customer that a structured approach is employed to identify risk areas and perform agreed-to services. To assure we provide the Right Services to our customers, the proper documentation, team composition, and methods must be in-place and reviewed periodically for changes.
- AMS is DCMC's principle tool for managing and supporting the Command's program integration policy. AMS version 5.0, which will be fielded this summer, will contain specific data fields for tracking of the status of these important documents. Until this time, the Program Notes field will be used for this purpose.
- PLAS code for this process is 038, Program Integration

**Point of Contact for Further Information:**

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**Signature:**

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